

**From:** FISCAL CMO

**Sent:** Monday, August 07, 2017 2:01 PM

**Subject:** For Your Information – INFO717P: 2017 PARKS and Conservancies Go Live Activity

Dear Department Liaisons,

FI\$Cal has onboarded the Department of Parks and Recreation, Baldwin Hills Conservancy, Coachella Valley Mountains Conservancy, and San Joaquin River Conservancy today, August 7, 2017. Below is information that was sent to all live Departments for the 2017 Release in July and is being resent to PARKS and the Conservancies as reminders and next steps.

Please forward this information email to your department's end users, as appropriate:

**Welcome to FI\$Cal!**

**Functionality Going Live – Applicable to 2017 Release Departments**

The following functionality is now available:

- **Procurement:** Includes processes related to vendor contracts, solicitations, requisitions, purchase orders (POs), and receipts. It also includes the procurement card (P-Card, formerly known as CAL-Card) process for purchasing.
- **Accounts Payable:** Includes processes related to suppliers, vouchers, payments, and 1099 withholding.
- **Accounts Receivable and Billing:** Provides functionality for establishing a department-specific customer file, generating invoices and AR items, entering and collecting receivables, and processing customer payments (miscellaneous receipt payments and customer receivable payments).
- **Customer Contracts, Grants Management, and Project Costing:** Includes functionality to manage and process project billing and revenue for a variety of goods and services (Customer Contracts), manage and track grant activities (Grants Management), and financially track projects, project budgets, project costs, and project capitalization (Project Costing).
- **General Ledger:** Entering and processing journals, Allocations and Fund reconciliation are the primary business processes for daily, month-end and year-end adjustments and financial reporting in the General Ledger (GL) module. This process includes the entering, validating, and budget checking of GL journals, as well as posting journals to a ledger.
- **Labor Distribution:** Provides functionality for creating accounting entries to record the state's payroll transactions.
- **Cash Management:** Provides functionality for using and managing cash, including bank account management and bank statement reconciliation.
- **Asset Management:** Includes processes related to acquiring, maintaining, stocktaking, depreciating, transferring, and retiring assets and leases.

## **Transacting During the First 60 Days – Applicable to Identified End Users Only**

Although the system functionality shown above is now available, PARKS and the Conservancies has identified a select group of staff to begin transacting in FI\$Cal. This group will focus the first weeks validating conversions and Chart of Accounts (COA) values, setting up operating budgets, and manual data entry. This will ensure that the system data and configuration are accurate in order for all staff to begin transacting at a later date.

## **Report of Accounts Outside the State Treasury (Report 14) – Applicable to All Departments**

Departments that are required to generate a Report 14 for any accounts outside of the Centralized Treasury System (CTS) or confirm they have no accounts outside CTS. This information must be approved by a department head or designee and is due annually on August 20. Once the Report 14 is generated, departments can print, sign, and send a paper copy with a wet signature to the State Controller's Office as part of year-end reporting requirements. State Treasurer's Office will not require a printed/signed copy.

As a reminder, you can find this communication on the FI\$Cal Website [www.fiscal.ca.gov](http://www.fiscal.ca.gov).

If you have any questions, please contact the Change Management Office at [fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov).



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